

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 23, 2004

FROM: MARCEL TURNER, Director
Human Resources

**SUBJECT: REQUEST FOR PROPOSALS FOR ACCIDENTAL DEATH AND
DISMEMBERMENT/TRAVEL INSURANCE**

RECOMMENDATION: Approve request for proposals (RFP) for accidental death and dismemberment/travel insurance and authorize the Human Resources Department to issue the RFP.

BACKGROUND INFORMATION: The County's current policy for accidental death and dismemberment/travel insurance expires June 30, 2004. This policy provides coverage for accidental death and dismemberment for County employees and guests in County-owned aircraft. It also provides coverage for County employees on commercial flights. The current policy provides up to \$250,000 coverage per employee or guest if injured or killed in a County aircraft and for County employees injured or killed on a commercial airline flight.

Pursuant to County Policy 11-05, departments are required to obtain Board approval of an RFP for contracts in excess of \$75,000. Approval of the RFP and its issuance will facilitate the uninterrupted continuance of accidental death and dismemberment/travel insurance coverage. The RFP will be sent to eighteen brokers (six local). A recommendation to purchase a three-year policy for this coverage will be presented to the Board in June 2004. The RFP and broker list are on file with the Clerk of the Board.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by Purchasing (Allen Sanchez, Contracts Analyst, 387-2065) on March 4, 2004; County Counsel (Michael Sachs, Chief Deputy County Counsel, 387-5281) on March 9, 2004; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst, 387-3828) on March 15, 2004.

FINANCIAL IMPACT: Issuance of the RFP will not result in additional cost. Upon review of the RFP responses, recommendations and the financial impact will be presented to the Board. Premiums will continue to be paid from Risk Management's aircraft liability (IBH RMG) and workers' compensation (IAB RMG) sub funds, which are funded via Board-approved rates charged to its customers.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Pamela H. Thompson, Risk Manager, 386-8620.

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